


Bridges Charter School 	Board Policy Travel Expenses	
Policy Number: BP 3350	Adopted: 12/9/13	Revised:

The BRIDGES Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for BRIDGES Charter School.

The Director or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Director or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have prior Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

All overnight travel for which reimbursement will be claimed shall have prior Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

Authorized employees may use school credit cards while attending to school business. Under no circumstances may personal expenses be charged on a school credit card.

Meal and Incidental Reimbursement Rates

Meals and Incidental Reimbursement (24-hr period)

Breakfast: Actual expense up to \$8.00

Lunch: Actual expense up to \$12.00

Dinner: Actual expense up to \$20.00

Alcohol is not a reimbursable item and is prohibited by law for reimbursement consideration.

Travel Timeframes for Meal Reimbursement

First Day - Trip of More than 24 Hours:

Trip begins at or before 6 a.m.: May claim breakfast.

Trip begins at or before 11 a.m.: May claim lunch.

Trip begins at or before 5 p.m.: May claim dinner.

Fractional Day - Trip of Less than 24 Hours:

Trip must begin at or before 6 a.m. and end at or after 9 a.m. in order to claim breakfast.

Trip must begin at or before 4 p.m. and end at or after 7 p.m. in order to claim dinner.

No lunch or incidentals may be claimed. If there is no overnight stay, these meals are taxable.

Mileage Reimbursement Rates

All privately-owned vehicle mileage driven on school business is subject to advance approval.

The mileage reimbursement rate below is considered full reimbursement for all costs related to the operation and maintenance of the personal vehicle, including insurance.

Automobile 56.5 cents per mile

Receipts

Original receipts are required for:

Street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle, hotel bus, and parking over \$10.

Submit original receipts with travel reimbursement claims and retain copies of all documents. Be sure the reimbursement claim is complete (e.g., freeze exemption, excess lodging, driving maps, etc.), and submitted timely. All travel and business expenses are subject to review/verification by the office and / or BSA.

All reimbursable amounts will be subject to annual updates as listed by California Department of Education.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance